

CONFIDENTIAL *P-PS*

25 MAR 1980

MEMORANDUM FOR: Deputy Director of Security (PTOS)

FROM: James H. McDonald
Director of Logistics

SUBJECT: CIA's Annual Occupational Safety and Health Report []

REFERENCE: Multi adse memo, fr DD/PTOS, dtd 3 Mar 80, same subj. (OS 0 0549; OL 0 0989)

1. In response to referent memorandum, this office has reviewed its past performance in the area of occupational safety and health. One of our major accomplishments that we are particularly proud of is the establishment of a safety and health program which encompasses all phases of our operations. This program is designed to promote recognition of safety and health standards within the Office of Logistics (OL) and permit uniformity of application. This program is further evidence of our total commitment to emphasize safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. []

2. Listed below are the significant safety and health measures we have initiated and implemented in addition to our safety and health program. []

a. Safety and Health Committee

To implement the OL safety and health program, a Safety and Health Committee has been established. The committee is dedicated to the development and implementation of a uniform safety and health program within OL and to stimulate employee involvement and awareness. The committee will assess past performance and seek innovative approaches for program improvement. The committee will also participate in the translation of statutory requirements into practical applications within the OL and ensure strict conformance to policy directives contained in the Occupational Safety and Health Act of 1970 (OSHA) and other regulatory statutes concerning

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25X1 safety and health standards. The Committee will further review and coordinate all internal-sponsored safety and health programs to ensure uniformity and standard application.

b. Inspection

25X1 (1) OL continued to follow OSHA guidelines and the "Man and Manager Techniques" in carrying out prescribed inspections of OL's major facilities. These inspections were augmented by periodic inspections conducted by management and supervisory personnel to ensure a healthy and safe working environment and to eliminate potential work hazards and health risk areas. Meetings were routinely held to discuss specific safety problems and explore ways to resolve them. Some problems with hazardous material, such as inks and solvents used in our printing plant, still remain unsolved.

25X1 (2) With the assistance of the General Services Administration's Fire Marshall's Office, all fire extinguishers were inspected.

c. Training

25X1 (1) Three forklift operator training courses were held for new operators. In addition, a forklift training film "Color of Danger" was shown to all forklift operators.

25X1 (2) Four 3-hour training sessions were held for 12-man fire brigade to enhance inhouse fire fighting capabilities.

25X1 (3) A number of OL employees attended a two-day Cardiopulmonary Resuscitation Course (CPR) offered by the Office of Medical Services and at the Basic Health and Safety Course.

25X1 (4) Selected personnel continue to maintain their proficiency in life saving techniques in CPR as well as maintaining a capability with various resuscitation equipment.

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d. Employee Awareness Program

(1) Safety and health posters are prominently displayed and safety handout material is made available to all employees.

(2) Equipment warning signs were installed in the Headquarters Building.

(3) Warning signs were attached to the automatic doors at the northeast entrance of the Headquarters Building to alert users that the doors open outward.

e. Safety Equipment and Other Enhancements

(1) Installed a safety parabolic mirror in a major traffic aisle

(2) Upgraded the emergency shutdown of all fans and heating units. All fans and heating units are now automatically shut down at the sounding of the fire alarm bell, thereby preventing the spread of fire. (Funded by GSA.)

(3) Procured eye-wash kits, first aid kits, fire axes, fire extinguishers, safety shoes, goggles, face shields, aprons, gloves, coveralls, and prescription safety eyeglasses as required.

(4) Replaced aluminum conductors with copper in GC-47 Headquarters Building to reduce the chance of a hot breakers fire.

(5) Installation is underway of an explosive gas detection system for the incinerator room at the Headquarters Building.

(6) Installed a chain hoist and drum lifter line at the Headquarters Building to lift the 55-gallon ash drums out of the incinerator well up to floor level.

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25X1 (7) Lighting was installed beside the entrance steps to the auditorium at Headquarters. []

25X1 (8) Equipment in the Headquarters garage was inspected and upgraded where necessary to meet OSHA standards. Emergency lanterns were strategically placed throughout the garage area. []

25X1 (9) Initiated a program to upgrade the Autocall alarm system in the Headquarters Building. []

25X1 (10) Initiated an investigation into potential safety hazards of the hammermill conveyor belt system. []

f. Health

25X1 (1) The Headquarters physical fitness room was redesigned to provide a more functional arrangement. New lockers were installed which are raised off the floor to avoid dust accumulation. A new ceiling was installed to keep the dust from above from settling over the area and carpeting was installed in certain areas. []

g. Projects Being Planned

25X1 (1) Installation of 2400 feet of 12-inch pipe (for fire fighting) to complete the water main grid and the replacement of the main fire pump, fire engine connecting valves and controller, fire water reserve tank and diesel fuel tank. Estimated cost is \$200,000. (GSA funding.) []

25X1 (2) Installation of fire curtains throughout [] with an estimated cost of \$100,000. (GSA funding.) []

25X1 (3) Expansion of the sprinkler systems and increased fire protection in the Headquarters Building. The design stage is underway with construction scheduled during FY 80 at an estimated cost of \$500,000. (GSA funding.) []

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25X1 (4) Provide fire barriers in the Headquarters Building (sealing off of wall and floor penetrations) in FY 80 with an estimated cost of \$323,000. []

25X1 (5) Correct short circuiting of electrical system in the Headquarters Building during FY 80 at an approximate cost of \$120,000. []

25X1 2. The programs listed in paragraphs 1(d) through (f) cost approximately \$143,638. []

25X1 3. Please contact [] Plans and Programs Staff, OL, extension [] if we can be of further assistance.
25X1 []

/s/ James H. McDonald

James H. McDonald

cc: Chairman, OL Safety and Health Committee

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DDA - FY 1980 MBO Program

Proposed Objectives

Office of Logistics

NUMBER: OL 28-80

SHORT TITLE: Health and Safety Program

STATEMENT OF OBJECTIVE: To develop and implement a Health and Safety Program within the Office of Logistics which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Secretary of Labor, existing executive orders and federal regulations, and the Provisions of [] to assure safe and healthful working conditions for all employees.

EXPLANATION: This objective will focus on formalizing existing health and safety procedures and implementing new procedures to form a comprehensive Health and Safety Program within the Office of Logistics.

COORDINATION: This objective will be coordinated with the Office of Medical Services and the Office of Security to insure compliance with Agency objectives.

GOAL: The goal of this objective will be threefold: To assure a working environment free of safety and health hazards; to provide adequate safety and health training to personnel; to make employees aware of their rights and responsibilities under OSHA and the Agency Safety and Health Program.

OBJECTIVE NO.	OL 28-80	OFFICE	Logistics	ESTIMATE	PERIOD	25X1									
OBJECTIVE	Develop and implement an Office of Logistics Safety and Health Program which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Department of Labor, Executive Orders, and Federal and Agency regulations, to ensure safe and healthful working conditions for all assigned employees.			80	1.0	60,000									
ACTION PLAN (Milestones)				COMPLETION MONTH: SCHEDULED O; ACTUAL X											
				OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Organize Office of Logistics Safety and Health Committee.				O											
2. Committee members review all existing safe and health guidelines, i.e., statutes, executive orders, and regulatory issuances.						O									
3. Briefing of OL Safety and Health Committee by Office of Security safety officer and Office of Medical Services health officer.					O										
4. Conduct safety and health survey as it relates to personnel and working environment.							O								
5. OL Health and Safety Committee to prepare Health and Safety Program for OL. It will include requirements for:								O							
a. Periodic inspections															
b. Safety equipment															
c. Training															
d. Employee Awareness Programs															
e. Health and Safety Standards															
f. Program Evaluation															
6. Periodic reports to include annual OSHA report outlining actions taken and summary of achievements.															O